

How Employees Update Personal Information in Wildcat Web

1. Login to RiverGuide.

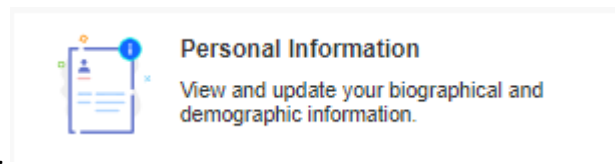


2. Click the **Employee Dashboard** tile.





3. Click the blue **My Profile** button.

4. Click “More Personal Information” on the left, or any edit button on the page.



5. Click the **Personal Information** button.

6. Review the information in the **Email, Phone Number, and Address** sections and proceed if any of this information should be changed.

7. Use the edit button  to change existing information or click “Add New”  to add a different type of information.

- a. Note: to edit or add an address, you must enter a date in the “Valid From” field. This is the date that you will begin using the new address. We recommend that you make this edit at the time you will begin using the new address, rather than selecting a future date.